



Fairfax County Commission for Women

Internship Description

Commission Description: The Fairfax County Commission for Women advises the Board of Supervisors on ways to promote the full equality of women and girls in Fairfax County. Established in 1971, the Commission has been an active voice for women in areas such as domestic violence, educational equality, and progress in the workplace. The Commission is part of a national network of some 300 State and local commissions for women.

Project Description: To best identify and target the issues facing the women and girls of Fairfax County, the Commission wants to produce a "Profile of Women and Girls of Fairfax County". Under the oversight of a professor and supervision by members of the Commission, Phase One of the project will be the collection and organization of a comparative data base regarding the demographics of Fairfax County women and girls. This database will serve as the basis for future project phases, including analyses and development of recommendations, culminating in the publication of the "Profile". The Commission anticipates that the Profile will be similar in format and content to that prepared by the Washington Area Women's Foundation (www.thewomensfoundation.org /link Portrait Project 2010) but will be Fairfax County focused, providing a greater level of updated detail on Fairfax County women and girls and ideally to include information on a district level. The Commission is currently looking for an intern (not necessarily students) for Phase One, but is open to accepting proposals from any qualified applicants who are interested in working on the "Profile" through completion.

Qualifications and Application requirements: The Commission believes that successful completion of Phase One of the project would best be met by a student enrolled in a Master's level or higher program. The Commission is open to team proposals.

- Experience with statistical analysis and research
- Excellent oral and written communications skills
- Ability to prepare professional reports based on data analyses, including professional reports based on data analyses, tables and graphs
- Experience with Microsoft Word, Excel, PowerPoint and similar programs

Interested applicants must submit a cover letter, resume, writing sample and two references with knowledge of the applicant's skills and experience. ***The internship is open until filled; however, applications must be submitted no later than September 30, 2011.***

Schedule: Because Phase One of the project must include U.S. Census information, the Commission contemplates that Phase One will coincide with Fall Semester, 2011 and should be completed by the end of that semester.

Student Benefits: The Commission contemplates that the intern will be eligible for course credit and, if necessary, will work with the successful applicant to arrange academic supervision. Successful completion of Phase One will entitle the intern to be listed as a contributing editor/writer/author, under Commission sponsorship, of the Profile. Transportation and copying expenses will be reimbursed; no other compensation is available.

Contact: Jeanie F. Jew, Commission Chair at 703-324-5730 or cfw-springfield@fairfaxcounty.gov